



LCC
@ Max Roach

LOUGHBOROUGH COMMUNITY CENTRE

Max Roach One O'clock Club

Wiltshire Road, London SW9 7NE

Tel: 020 7737 2472 - Email: info@lccmaxroach.co.uk

www.lccmaxroach.co.uk

Registered Company No: 08385640 - Registered Charity 1152313

Job title: Business Administrator
Contract: Initial 12 months - Fixed term
Responsible to: Director and Trustees of LCC
Hours: Full time, 9am – 5pm (**willing to consider 3/4 day**)
Salary: £32,640.00

Purpose of the job:

To work within our busy community organisation to lead and be a first point of contact for office organisation and communication through performing and updating administrative duties.

Who we are:

It is an exciting time to join Max Roach and this is a crucial role for our continued growth and success! Our vital and multi award-winning project has been on the frontline before and during the pandemic supporting vulnerable and disadvantaged children and their families. We are in a positive position that has attracted new funding streams for us to further develop our business to increase our impact for the community.

Loughborough Community Centre (LCC) was established at the Max Roach Centre in Brixton in 1981, as a positive outcome from the Brixton Uprisings.

We support local children, young people and families living in poverty and at disadvantage through engagement in meaningful activities:

- Rosebuds Preschool (2 – 4yrs)
- Holiday Play Project (0 -18yrs)
- LEAP Community Engagement (0-3yrs)
- Partnerships: Urban Health, Fulham FC, 5aside football, LEAP Lambeth, Evelina SALT, Doorstep Library, Cycling UK, Natural Thinkers and Bite Back 2030.

Our Vision:

To become a financially sustainable grassroots community organisation, recognised for high quality services and the ability to listen and respond to our community needs.

Our Mission:

A safe place where children, young people and families can come together, to play, thrive and succeed.



What you would do:

Oversight and day to day management of the overall business administration, including:

- Providing office support including client and employee support
- Keeping well-organised files and records of business activity including HR and H&S
- Researching company data and archived reports
- Keeping computer databases up to date – Salesforce – Bright HR
- Interacting with stakeholders either on the phone or in person
- Answering phones and connecting calls to the proper team
- Taking phone messages and passing them on
- Following up on business communications, billing, and ordering
- Communicating with materials suppliers and vendors
- Invoicing
- Using spreadsheets to track expenses and company spending
- Collecting and inputting company data
- Making travel arrangements for employees
- Learning about the company's mission and available products/services
- Educating clients about what products/services are available and how to engage with them
- Building relationships with all stakeholders
- Sending faxes and emails
- Preparing documents by uploading, printing, copying, and binding
- Writing and editing company correspondence
- Collecting and sorting post
- Assisting with minor technical support
- Acting as a personal assistant to the executive Director and Board of Trustees
- Scheduling appointments and events
- Ordering office stationery and other supplies
- Preparing meeting rooms by setting up chairs and getting refreshments
- Participating in office meetings and taking meeting minutes
- Giving feedback on office efficiency and suggesting possible improvements
- Being ready for any other administrative tasks that are required

Business Administration Skills and Qualities:

Proficiency in Microsoft Office Suite, Office Management, **Salesforce**, Filing, Book-keeping, **Time Management** Organisation, **Communication**, Scheduling, Typing, Uploading, **Problem Solving**, Order Management, Billing, **Multi-tasking**, Reporting, Researching, Ordering, **Attention to Detail**, Invoicing, and interpersonal skills.

NB. This is not an exhaustive list of duties and the post holder will be required to undertake any other reasonable duties as discussed with and as directed by the Director.

An enhanced Disclosure and Barring Service (DBS) check is required for this role. Applicants must be prepared to disclose any convictions they may have and any orders which have been made against them.

Working here is so much more than a job. It's an investment of time to truly make a difference to the lives of vulnerable children, young people, and families in Brixton.

We will work together on our mission of;

Creating a safe place where children, young people and families can come together, to play, thrive and succeed.

Given this and our ongoing commitment to Diversity and Inclusion, we encourage applications from everyone. We value and celebrate the diversity of those that work with us and as an inclusive workplace we want all our current and future staff to feel able to be themselves in the workplace.

Person specification

Essential criteria

1. Experience of working within a business administration role.
2. Be a good team player.
3. Skill and experience with computerised systems; Excel, Word, Outlook, OneDrive, Microsoft 365
4. Skill and experience of cloud based, CRM and Financial Systems – Quick books / SAGE / Salesforce
5. To be flexible and be able to work weekends.
6. Ability to effectively communicate with a range of stakeholders.
7. Ability to effectively market services of Loughborough Community Centre to maximise occupancy levels and fee income.
8. Can use own initiative
9. Self-motivated
10. Ability to problem solve
11. Commitment to equal opportunities.
12. Ability to write clear reports.
13. Committed to own professional development

Desirable criteria

1. A relevant level 3 Qualification